

**BY ORDER OF THE
DIRECTOR 309TH MAINTENANCE
WING**

**309TH MAINTENANCE WING
INSTRUCTION 21-110**

5 MAY 2011

Maintenance

DEPOT FACILITY MANAGEMENT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 309 MXSS/MXDEAE

Certified by: 309 MXSG/CL
(Mr. David S. Hansen)

Pages: 29

This instruction outlines policies, responsibilities and procedures for the coordination and management of 309th Maintenance Wing (309 MXW) facilities. The information contained herein is in accordance with (IAW) the directives outlined in Air Force Materiel Command Instruction (AFMCI) 21-109, *Air Force Depot Maintenance Activity Group (DMAG) Facilities and Equipment*, and AFMCI 21-127, *Depot Maintenance Plant Management*. The instruction also addresses Ogden Air Logistics Center (OO-ALC) depot capacity responsibilities AFMCI 21-140, *Depot Maintenance Capacity and Utilization Measurement*, delegated to the 309 MXW. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

1.	General Information.	2
2.	309th Maintenance Wing Commander/Director Responsibilities.	2
3.	309 MXW Group Commander/Director Responsibilities.	2
4.	309 MXSG Director (MXSG/CL) Additional Responsibilities.	3
5.	309 MXSS/MXDEA Chief Responsibilities.	4

6.	309 MXSS Production Group Support Facility Engineering Function Responsibilities (MXDEAA, MXDEAB and MXDEAC).	4	
7.	309 MXSS Wing/Center Level Programs Section Chief Responsibilities (MXSS/MXDEAE).	6	
8.	OO-ALC Depot Capacity Program/Process.	6	
9.	309 MXW Energy Management Program/Process.	7	
10.	309 MXW IADP Program/Process.	8	
11.	309 MXW M&R Program/Process.	8	
12.	309 MXW MILCON Program/Process:	9	
13.	309 MXW Space Utilization Program/Process.	10	
14.	309 MXW CPP and Minor Construction.	12	
15.	309 MXW Depot Maintenance Plant Management Responsibilities Regarding Facilities.	14	
16.	309 MXW FM Responsibilities.	16	
17.	309 MXW FB Processes.	17	
18.	Prescribed and Adopted Forms.	20	
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		21	

1. General Information. This 309 MXW instruction provides guidance and assigns responsibilities to the 309 MXW organizations and personnel. This is a new publication established to meet requirements and must be read in its entirety.

2. 309th Maintenance Wing Commander/Director Responsibilities.

2.1. Under the authority, and at the direction of the OO-ALC Commander (CC), 309 MXW Commander/Director develops, operates, maintains and controls the use of the 309 MXW assigned AF facilities in compliance with all applicable Department of Defense (DoD) and AF policies and procedures. Consistent with the 309 MXW organizational plan and structure, the commander/director has delegated day-to-day authority to coordinate, manage and direct all 309 MXW facilities programs to the 309th Maintenance Support Group (309 MXSG) Civilian Leader (CL). These facilities programs include (but are not limited to): depot capacity, energy management, Industrial Area Development Planning (IADP), Maintenance and Repair (M&R), minor construction (in conjunction with 309 MXW Business Office (OB)), space utilization and Military Construction (MILCON).

3. 309 MXW Group Commander/Director Responsibilities.

3.1. Preside over the development of a Facilities Strategy Deployment Plan (FSDP) for their group. Ensure the group plan is consistent with the 309 MXW overall business and facility objectives as outlined in the wing IADP.

3.1.1. Resolve conflicts when they arise, and ensure the FSDP is shared and communicated throughout their organization.

3.2. Oversee the facilities space request process for their group to ensure requirements are collected, coordinated and investigated.

3.2.1. Ensure the applicable 309th Maintenance Support Squadron (309 MXSS) Engineering Flight (309 MXSS/MXDEA) group support facility engineering function (309 MXSS/MXDEAA) for the 309th Aircraft Maintenance Group (309 AMXG); (309 MXSS/MXDEAB) for the 309th Electronics Maintenance Group (309 EMXG), 309th Missile Maintenance Group (309 MMXG) and the 309th Software Maintenance Group (309 SMXG); and (309 MXSS/MXDEAC) for the 309th Commodities Maintenance Group (309 CMXG), is engaged in group facilities, planning process and notified of any changes to group facilities; i.e., vacated space, changes in workload, Civil Engineering (CE) category code and square footage.

3.2.2. Coordinate all new workload plans with the 309 MXSG facility engineering function. Do this early in the process, so that needed facility accommodations can be planned, approved and executed through the Base Civil Engineer (BCE).

3.3. Work with the applicable 309 MXSG facility engineering function to prepare, review and brief M&R budget requests via the 309 MXW Facilities Board (FB) process.

3.3.1. Develop firm facility M&R projects up to 2 years in advance of needed completion date. This is required to meet BCE and contracting timelines.

3.3.2. Approve prioritization and funding of M&R projects annually.

3.3.3. Ensure funding process of M&R projects are efficient and timely.

3.4. Ensure squadron directors appoint (and maintain current) primary and alternate facility manager (FMs).

3.4.1. Within each group, squadron directors are responsible for appointing one primary and up to five alternate FMs (in writing) for every facility under their control. Squadron directors will forward a signed copy of the FMs appointment letter to the 309 MXSG/CL, with a courtesy copy to the 309 MXSS Wing-Level Programs Section (309 MXSS/MXDEAE) (Attn: Wing Space Utilization Program Manager) within 5 business days of a FMs appointment or replacement. In the case of joint occupancy facilities, affected squadron directors will work together to allocate FM responsibilities. This allocation should be consistent with primary occupancy (largest user) or distinct bay/bays circumstances.

3.4.2. Group directors may choose to appoint a group-level facility program coordinator to aid these efforts.

3.4.3. So as not to impact their distinctive but different responsibilities, facility engineering personnel will not be assigned as primary or alternate FMs.

3.5. Serve (as a voting member) on the 309 MXW FB.

3.5.1. Represent their group interests with respect to space utilization, energy management, M&R, MILCON, depot capacity, minor construction and the IADP programs.

4. 309 MXSG Director (MXSG/CL) Additional Responsibilities.

4.1. As stated in 2.1., the 309 MXW Commander/Director has delegated day-to-day authority to coordinate, manage and direct all 309 MXW facilities programs to the 309 MXSG/CL. These facilities programs include, but are not limited to: depot capacity, energy management, IADP, M&R, minor construction (in conjunction with 309 MXW/OB), space utilization and MILCON. In his/her capacity as the wing facilities lead, the 309 MXSG/CL:

4.1.1. Serves as recorder for the FB.

4.1.2. Serves as the 309 MXW voting member on the OO-ALC 75th Civil Engineering Group (75 CEG) Facilities Planning Committee (FPC).

4.1.3. Advises the 309 MXW Commander/Director regarding his/her participation in the OO-ALC FB process. Serves as an alternate FB voting member in the event the 309 MXW Commander/Director is unavailable.

4.1.4. Ensures Facilities Annual Improvement Plan (FAIPs) are developed to support the production groups' 309 MXSG FSDPs.

4.1.5. Establishes and operates a service call center in support of base DMAG customers. This service call center will receive and coordinate with 75 CEG (as appropriate) on industrial plant equipment (IPE) and real property/facilities related work requests.

5. 309 MXSS/MXDEA Chief Responsibilities.

5.1. Manages, oversees and coordinates 309 MXW facilities programs to include depot capacity, energy management, IADP, M&R, space utilization and MILCON. The 309 MXSS/MXDEA works with the 309 MXW/OB as necessary, to address the Capital Purchases Program (CPP) minor construction issues that impact 309 MXW facilities.

5.2. Coordinates and facilitates the 309 MXW facilities working group (FWG) and FB processes.

5.3. Serves as an advisory/non-voting member on the 309 MXW FWG and FB.

5.4. Serves as the 309 MXW voting member for the OO-ALC FWG.

5.5. Supervises and directs the 309 MXSS/MXDEAA, 309 MXSS/MXDEAB and 309 MXSS/MXDEAC charged to provide facilities engineering support to the 309 MXW production groups.

5.6. Supervises the 309 MXSS/MXDEAE charged to provide program management for the depot capacity, energy management, IADP, M&R, space utilization and MILCON programs.

5.7. Manages and operates a service call center in support of all base DMAG customers. This center receives and coordinates (with 75 CEG, as appropriate) work requests for IPE and facilities.

5.8. Ensures 309 MXSS/MXDEAE delegate(s) provide briefings as required to the 309 MXW management teams regarding facility projects and space issues.

6. 309 MXSS Production Group Support Facility Engineering Function Responsibilities (MXDEAA, MXDEAB and MXDEAC).

6.1. Each engineering section is assigned to support a specific production group in the 309 MXW. These sections assist their respective production group in providing facilities that will meet current and future workloads.

6.1.1. Assist with the development of group FSDPs. Build and execute tactical level FAIPs to achieve long-term goals and objectives contained in the FSDPs.

6.1.2. Work with production groups to develop, prioritize and execute annual M&R requirements.

6.1.3. Identify and escalate variances affecting project execution.

6.1.4. Plan and manage facility and related equipment major repair and modernizations in support of current and future missions.

6.1.5. Fully support production groups' M&R and construction requirements.

6.1.6. Support and provide subject matter expertise on key production-related equipment, e.g., equipment integral to utilities, energy recovery, ventilation, environmental, etc.

6.1.7. If not designated as their production groups FWG voting member; serve as an advisory/non-voting member on the 309 MXW FWG and FB.

6.2. With regard to space utilization:

6.2.1. Assist production group commander(s)/director(s) with space request submissions.

6.2.2. On behalf of the production group commander(s)/director(s), notify the 309 MXSS Space Utilization Program Manager of any changes to group facilities; i.e., vacated space, change in workload, CE category code, and square footage.

6.3. Submit an AF Form 332, *Base Civil Engineer Work Request*, for all facility modifications, additions and repairs requested by their group(s).

6.4. Electronically maintain and update group building layouts for space information and notify the 309 MXSS/MXDEAE Facility/Space Utilization Program Manager of any changes.

6.5. Assist supported group(s) with FM appointment letter updates as required.

6.6. IAW AFMCI 21-140, notify the 309 MXSS/MXDEAE Depot Capacity Program Manager of any changes affecting depot capacity.

6.7. With regard to M&R:

6.7.1. Work with production groups to develop, prioritize and execute annual M&R requirements. Solicit priorities from the appropriate group commander(s)/director(s), and provide input to the 309 MXW FWG for submittal of current and future year 309 MXW M&R projects. Update these priorities when changes occur. Provide this data to the 309 MXSS/MXDEA M&R Program Manager through the 309 MXSS/MXDEA Chief.

6.7.2. Develop, budget and justify current year and 3-year facility requirements. Update these requirements as priorities change. Provide this data to the 309 MXSS/MXDEA M&R Program Manager through the 309 MXSS/MXDEA Chief.

6.8. With regard to MILCON and minor construction responsibilities:

- 6.8.1. Brief/coordinate all group MILCON and minor construction projects through the 309 MXW FB process.
- 6.8.2. Provide input to the 309 MXW FB process to enable prioritization of 309 MXW MILCON and minor construction projects.
- 6.8.3. Attend the 309 MXW FWG and FB as an advisory/non-voting member.
- 6.8.4. Attend OO-ALC FWG, FPC and FB meetings as required.
- 6.8.5. Ensure MILCON projects from their supported group(s) are fully developed.
- 6.8.6. Submit electronic AF Form 332 for MILCONs.
- 6.8.7. Submit AF Form 813, *Request for Environmental Impact Analysis*, to Environmental Management (75CEG.CEVP.AllPersonnel@HILL.af.mil). AF Form 813 is used for evaluating the need for environmental assessment. **NOTE:** Assessments could take up to 18 months and begin when approved by OO-ALC FB.
- 6.8.8. Complete project questionnaire and checklist (CE determines if the project is a MILCON).
- 6.8.9. Provide input to CE for the development of the DD Form 1391, *Fiscal Year Military Construction Project Data*, and the Economic Analysis; i.e., Deficiency Detailed Data Sheet, Certificate of Compliance, facility drawings and other pertinent information. Provide a courtesy copy to the 309 MXW MILCON Program Manager 309 MXSS/MXDEAE.
- 6.8.10. Ensure any CPP equipment requirements are budgeted for the same year as MILCON. Assure budget submittal includes all/any communications requirements, office equipment/furniture, tools, vehicles/forklifts, initial operating equipment (IOE), etc.

7. 309 MXSS Wing/Center Level Programs Responsibilities (MXSS/MXDEAE).

- 7.1. Provide direct supervision to program managers responsible for wing-level and center-level (depot capacity is center-level) programs to include: depot capacity, energy management, IADP, M&R, minor construction (in conjunction with 309 MXW/OB), space utilization and MILCON.
- 7.2. Directly supervise a service call center in support of all base DMAG customers. This center receives and coordinates (with 75 CEG as appropriate) work requests for IPE and facilities. Specific responsibilities for this service call center will be discussed in detail later in this instruction.
- 7.3. Serve as an advisory/non-voting member on the 309 MXW FWG and FB.

8. OO-ALC Depot Capacity Program/Process. Depot capacity is an indicator of the amount of workload, based on a 40-hour work week and measured in direct-labor hours (DLHs), that a shop or depot can produce while producing the product mix the shop or depot is designed to accommodate. Depot capacity responsibilities are covered in detail in AFMCI 21-140. For informational purposes, each AFMC Center is responsible for identifying an OPR for capacity and utilization measuring purposes. The OO-ALC OPR, called the Center Capacity Lead (CCL), is physically assigned to 309 MXSS/MXDEAE. The CCL acts as the liaison between

Headquarters (HQ) AFMC and the OO-ALC maintenance organizations. OO-ALC maintenance organizations are responsible for ensuring that capacity is computed and reported accurately and in a timely manner for all shops and areas performing direct labor. To ensure OO-ALC can meet DoD, AF and AFMC depot capacity information taskings, 309 MXW organizations will also ensure that a current or representative shop layout showing the total number of work positions and work position defining equipment is available upon CCL request.

8.1. Serve as an advisory/non-voting member on the 309 MXW FWG and FB.

9. 309 MXW Energy Management Program/Process. The overarching goal of the AF energy management policy is to change AF culture to achieve the vision to: “Make energy a consideration in all we do.” As cultures change and the AF increases its energy awareness, new ideas and methodologies for operating more efficiently will emerge as each AF member considers the energy impact in their day-to-day duties. As Hill Air Force Base’s (AFB) largest energy consumer, the 309 MXW must take a leadership role in developing energy strategies, visions and programs to reduce energy consumption across mission areas. This approach is in keeping with the AF Energy Plan to: “Reduce Demand, Increase Supply and Change the Culture.” This DoD and AF vision is the foundation of the 309 MXW Energy Plan and assigns energy responsibility to all wing personnel.

9.1. Energy management is the responsibility of every active duty and civilian AF member. All levels must consider energy impacts within their area of responsibility.

9.2. With AF energy goals, objectives and metrics outlined in mind (see Air Force Policy Directive (AFPD) 90-17, *Energy Management*), the 309 MXW Energy Management Program Manager (309 MXSS/MXDEAE) will:

9.2.1. Serve as the 309 MXW focal point and OPR for energy management.

9.2.2. Assist leadership efforts to comply with all DoD and AF energy strategies, policies and instructions implementing federal energy policies and executive orders.

9.2.3. Work with the 309 MXW leadership and CE energy management personnel to develop and execute a 309 MXW Energy Plan.

9.2.4. Champion wing efforts to secure funding and resources to execute energy plans and programs.

9.2.5. Oversee energy management program implementation across all 309 MXW organizations.

9.2.6. Work with 309 MXW organizations to measure progress in achieving the 309 MXW energy goals and objectives.

9.2.7. Develop and implement comprehensive plans and strategies to enable 309 MXW organizations to respond to any energy security threat.

9.2.8. Serve as an advisory/non-voting member on the 309 MXW FWG and FB.

9.2.9. At least quarterly, introduce and present energy management issues (as appropriate) into the 309 MXW FB process.

9.2.10. Collect and provide energy information required under DoD, AF and OO-ALC (75 CEG) energy management programs.

9.3. Energy projects shall not hinder the installation's mission, or negatively impact the environment.

9.4. Energy projects shall comply with applicable laws and regulations governing federal energy development.

9.5. Energy and environmental programs shall not conflict. Execution of the energy program enhances the 309 MXW's environmental programs, by reducing the impact of energy use on the environment.

9.6. The month of October is designated Energy Awareness Month. The 309 MXW Energy Management Program Manager will work with 75 CEG energy management personnel, to publicize and recognize Energy Awareness Month.

10. 309 MXW IADP Program/Process. The complicated/competitive nature of DoD depot maintenance, workload projection and government funding requires a flexible approach for addressing future infrastructure needs. The IADP is not a traditional AF (deliberate) plan. Instead, it's an adaptive, strategic planning process that attempts to pull together 309 MXW facilities, infrastructure and resource information to facilitate future business planning and to assist senior leadership with decision making.

10.1. In addition to serving as the 309 MXW IADP Program Manager, the incumbent to this position also serves as the 309 MXSS/MXDEAE lead analyst, integrating five other wing/center-level program managers (analysts) into one cohesive planning unit. The responsibilities for these facility programs (depot capacity, energy management, M&R, space utilization and MILCON) are addressed in paragraph 2.1. of this instruction.

10.2. IADP Program Manager (309 MXSS/MXDEAE) will:

10.2.1. Serve as the 309 MXW focal point and OPR for IADP.

10.2.2. Work with 309 MXW/OB and OO-ALC Plans and Programs Directorate (as necessary) to identify/address/plan for workload, CPP and any other issues that could ultimately affect 309 MXW facility needs.

10.2.3. Serve as an advisory/non-voting member on the 309 MXW FWG and FB.

10.2.3.1. Introduce and present IADP issues (as appropriate) into the 309 MXW FB process.

10.2.4. Facilitate 309 MXW business information sharing affecting facility programs. These programs include (but are not limited to): depot capacity, energy management, M&R, space utilization and MILCON. Currently, this information sharing takes place via a series of Microsoft SharePoint Hill AFB Community Sites.

11. 309 MXW M&R Program/Process. M&R refers to an operations and maintenance (O&M) funding source for DMAG facility projects. The Major Command (MAJCOM) AFMC approval authority for maintenance is unlimited. However, repair approval authority is limited to \$5 million per facility as long as the combined cost of all repairs proposed for a facility does not exceed 70 percent of the building's replacement value. These limits are per building per year, not per project. M&R does not change the nature of a facility; it simply ensures the facility can continue to be used effectively. Repair does not normally increase the volume or footprint of a building, although it may result in greater usable floor space due to reconfiguration of the

interior. **NOTE:** Conjunctive projects combining minor construction and M&R are possible, but the minor construction portion must be identified separately. For both minor construction and M&R, the facility engineer will normally initiate the project by submitting an electronic AF Form 332 work request for each instance. Each electronic AF Form 332 must be properly coordinated through the Fire Protection, Safety, Environmental, Bio-Environmental and the Communications Squadron. AFD 32-10, *Installations and Facilities*, provides guidance and instruction for planning and programming projects for real property classified as M&R, unspecified minor MILCON and facilities for operational requirements using O&M funds.

11.1. The M&R Program Manager (309 MXSS/MXDEAE) will:

- 11.1.1. Serve as the 309 MXW focal point and OPR for the M&R program and funding.
- 11.1.2. Work with the 309 MXW group leadership and group support facility engineering section chiefs to prioritize current and future year facility projects.
- 11.1.3. Develop and maintain a data system to track facility projects.
- 11.1.4. Monitor and review all incoming electronic AF Forms 332 for M&R, minor construction and MILCON projects.
- 11.1.5. Review and ensure electronic AF Forms 332 are filled out completely and all necessary information has been provided.
- 11.1.6. Determine (with CE and production group input) the best method to accomplish projects.
- 11.1.7. Serve as reviewing official for all M&R funding documents.
- 11.1.8. Advise groups on project prioritization and funding.
- 11.1.9. Monitor and track M&R funding expense progress for 309 MXW groups on all facility projects.
- 11.1.10. Participate in IADP.
- 11.1.11. Serve as an advisory/non-voting member on the 309 MXW FWG and FB.
- 11.1.12. Introduce and present M&R issues (as appropriate) into the 309 MXW FB process.

12. 309 MXW MILCON Program/Process: The term MILCON refers to construction projects costing more than \$750,000 or large M&R projects costing \$5 million or greater. Projects meeting these criteria are funded by Congress (on a case-by-case basis) through the MILCON program. Before a MILCON project can be approved, the requirement must be verified and justified. Congress approves MILCON construction by line item; therefore justification for a MILCON must be adequate to convince Congress to set aside the needed funds. **NOTE:** The MILCON approval process is lengthy; often taking several years just to get approval, then several more for actual construction. Preplanning is essential to be effective in this process.

- 12.1. The goal of the DoD and AFMC is to right size ownership of industrial facilities while ensuring essential defense production for both peacetime and wartime requirements. This is accomplished through utilization of MILCON, minor construction, M&R, emergency funds and O&M programs.

12.2. IAW AFMCI 21-109, all DMAG MILCON projects will have a project brochure prepared. Preparation of this brochure is the responsibility of the 309 MXW group OPR for each individual MILCON requirement. To facilitate the process, minimize oversight and ensure accuracy and completeness, the OPR for the MILCON will regularly coordinate his/her draft brochure through the 309 MXW MILCON Program Manager (309 MXSS/MXDEAE).

12.3. The 309 MXSS/MXDEAE will:

- 12.3.1. Serve as the 309 MXW focal point and OPR for MILCON.
- 12.3.2. Champion 309 MXW MILCONs with BCE, OO-ALC and HQ AFMC.
- 12.3.3. Assist MILCON OPRs with MILCON brochure preparation and routing. Ensure all regulatory requirements have been met, and that brochures are properly prepared, vetted and routed for action.
- 12.3.4. Assist 309 MXW leadership in prioritizing MILCON projects.
- 12.3.5. Serve as an advisory/non-voting member on the 309 MXW FWG and FB.
- 12.3.6. Introduce and present MILCON issues (as appropriate) into the 309 MXW FB process.
- 12.3.7. Forward MILCON information/tasks to all 309 MXW groups as appropriate.
- 12.3.8. Conduct periodic follow-ups with CE program manager for progress/status on MILCON projects.
- 12.3.9. Advocate projects for OO-ALC MILCON rack and stack prioritization.
- 12.3.10. Participate in IADP.
- 12.3.11. Coordinate on future-year defense plan MILCON issues.

13. 309 MXW Space Utilization Program/Process. The ability of the 309 MXW to accommodate new workload is directly impacted by the management of existing space on Hill AFB. On behalf of the 309 MXW Commander/Director, 309 MXSG/CL manages the 309 MXW space utilization process. The 309 MXW (and Hill AFB) uses a standardized process for requesting, approving and assigning facility space. All requests for space and reallocation of facility space will be approved through the 309 MXW (and/or CE) FB process. The 309 MXW Commander/Director is the final approval authority for all internal 309 MXW facility space allocation requests.

13.1. The current inventory of real property assets on Hill AFB is both scarce and aging. Optimum use and maintenance of existing resources are essential for the 309 MXW to remain viable and competitive. Attracting new missions that both support and enhance 309 MXW goals is critical. MILCON, demolition and M&R funding is contingent upon accurate portrayal and timely reporting of real property assets. To assure these requirements and goals are met, anyone requesting space at Hill AFB must adhere to the standardized OO-ALC process for requesting, approving and assigning facility space.

13.2. In the event a 309 MXW unit wishes to move an office within their unit, or swap areas with another unit, the unit commander/director must notify the 309 MXSS/MXDEAE Space Utilization Program Manager. This must be done before any moves are started, because the

move must be approved through the 309 MXW FB process. This approval is necessary because of the actual and potential impacts such moves may have on OO-ALC DoD-directed depot capacity reporting, utilities billing, etc.

13.2.1. Internal moves within an organization that will change the currently assigned fund code, or the category code must be coordinated through 309 MXSS/MXDEAE Space Utilization Program Manager and 75 CEG to ensure CE accountable records reflect both current and actual utilization of space.

13.3. When assigned space is no longer required by a using 309 MXW organization, that organization must notify the 309 MXSG/CL (courtesy copy to: 309 MXSS/MXDEAE, Attn: Space Utilization Program Manager). Organizations do not have the authority to give their space to other organizations. The 309 MXW FB is the sole authority for internal wing space reallocation.

13.4. Any organization or entity that desires to obtain facility space will provide a written request to the 309 MXSG/CL (courtesy copy to: 309 MXSS/MXDEAE, Attn: Space Utilization Program Manager). This request must be signed by the requestor's commander/director (deputy if the commander/director is not available).

13.5. At a minimum, the following information must be included on any space request (form letter is available from the 309 MXSS/MXDEAE Space Utilization Program Manager upon request):

13.5.1. The name and contact information for project officer or point of contact (POC) (this project officer/POC must be the individual who will work with the 309 MXW Space Utilization Program Manager and CE on that particular space request).

13.5.2. Full identification of the space requirement; i.e., new mission or reason additional space is required. Thorough justification and explanation of the requirement will speed the staffing process.

13.5.3. The number of people (authorized/assigned including contractors) requiring the space requested.

13.5.4. Identify the scope (square feet) and type of space (administrative, storage, etc.) that is required.

13.5.5. Identify the need date/timeline of the requirement.

13.5.6. Identify any special requirements, information technology, hard wall offices, overhead doors, loading dock, etc.

13.5.7. Provide current and proposed diagram/layout of space utilization.

13.5.8. Identify the fund source for the proposed function.

13.5.9. Identify any potential trade space existing in their organization.

13.6. The 309 MXSS/MXDEAE Space Utilization Program Manager will:

13.6.1. Review and facilitate recommendations for all internal space requirements submitted by the 309 MXW groups.

13.6.2. Serve as an advisory/non-voting member on the 309 MXW FWG and FB.

- 13.6.3. Introduce and present space utilization issues (as appropriate) into the 309 MXW FB process.
- 13.6.4. Coordinate with the 75 CEG Space Utilization Program Office and represent the 309 MXW with regard to OO-ALC space utilization issues.
- 13.6.5. Maintain a 309 MXW facility list and serve as the 309 MXW liaison to the CE Base Real Estate Office for the management of real property records.
- 13.6.6. Review/monitor 309 MXW facility reimbursements, utilities, Industrial Waste Treatment Plant and refuse billings for accuracy and approve payments.
- 13.6.7. Serve as the 309 MXW liaison to the 75 CEG for the FM appointment process.
- 13.6.8. Prepare and submit (to CE) facility space allocation requests for all real property changes between the 309 MXW and other base organizations. Visit areas and work in close conjunction with the requestor to develop recommendations.
- 13.6.9. Provide an initial recommendation to the requestor within 30-days via the 309 MXW FB process.
- 13.6.10. After 309 MXW FB approval, the 309 MXSS/MXDEAE Space Utilization Program Manager will engage with CE to ensure that custodial service, CE customer service and the Inter-Service Support Agreement monitor are provided updated information pertaining to approved space reallocations.
- 13.6.11. Work with 75 CEG to assist in identifying the category code for the proposed use/function (IAW AFH 32-1084, *Facility Requirements*). If more than one category code applies, identify each code by square footage.
- 13.6.12. After 309 MXW or center FB approval, work with CE to ensure real property records are updated to reflect approved reallocations of space.

14. 309 MXW CPP and Minor Construction. Congress authorized the establishment of the CPP to provide a responsive avenue for the modernization of the DoD depot maintenance industrial base. The CPP allows the DMAG to include capital depreciation in customer sales rates, as one means of financing the replacement of capital assets. This concept places DMAG operations in a more business-like posture and allows business-like investments for transforming depot maintenance, replacing unserviceable or technologically obsolete capital assets and for providing productivity enhancements and environmental improvements.

14.1. CPP requirements must be planned, programmed, managed, obligated, executed and reported in one of the following six categories: Weapon System Sustainment, Test and Inspection Equipment, Minor Construction, Automated Data Processing Equipment (ADPE), Telecommunications Equipment, Software Development and/or Depot Maintenance Transformation.

14.2. Minor construction includes replacement, productivity, environmental or new mission projects, new facility construction or alteration of existing facility up to \$750,000 and meeting the definition of minor construction as provided in Air Force Instruction (AFI) 32-1032, Chapter 3, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*.

14.2.1. Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes.

14.2.2. Modernization includes alteration of facilities, solely to implement new or higher standards (including regulatory changes) to accommodate new functions, or to replace building components that typically last more than 50 years (such as foundations and structural members). Projects in this category are classified as repair and/or minor construction.

14.2.3. According to AFI 32-1021, *Planning and Programming of Military Construction (MILCON) Projects*, each military department receives an appropriation for minor construction. The Secretary of the AF controls expenditure of these funds and must also notify Congress and wait 30 days before work begins (Congress must object within 30 days). Unspecified minor construction appropriations are available for any project with a cost between \$750,000 and \$1.5 million (between \$1.5 million and \$3 million if intended solely to correct life, health or safety deficiencies). Expenditure of these funds is controlled by the MAJCOMs (unless approval authority is delegated to the installation commander).

14.3. Minor construction funding pitfalls:

14.3.1. Projects may not be split into separate segments (commonly called "project splitting") to avoid funding limitations. For instance, it is improper to split a proposed \$800,000 building into two \$400,000 projects funded with O&M funds to avoid the \$750,000 limitation.

14.3.2. Projects may not be completed in phases (commonly called "phasing") in order to avoid funding limits. For instance, it is improper to build a project for \$450,000 in one fiscal year (FY) and another project for \$350,000 in the next FY resulting in an \$800,000 building, in order to avoid the \$750,000 O&M limit.

14.3.3. Defining exactly what a project "is" can be difficult. A project is generally all work necessary including land acquisition, excavation, building, installation of equipment, landscaping, etc., to produce a complete and useable facility. It can also include work on an existing facility, including an extension, addition, expansion, alteration, conversion or the replacement of an existing facility damaged beyond economical repair.

14.3.4. For funding purposes "maintenance" and "repair" are not considered construction; therefore, the \$750,000 limit on the use of O&M funds is not applicable. The only limitation is the dollar amount the installation has available in its O&M account.

14.3.5. Maintenance is defined as recurrent work necessary to preserve or maintain a facility so it can be used for its designated purpose; in other words, recurrent work necessary to prevent deterioration.

14.3.6. Repair means to restore a real property facility, system or component to such a condition that it may effectively be used for its designated purpose.

14.3.7. Only funded costs count toward the dollar limitations. Funded costs include such things as materials, supplies, labor, lodging (temporary duty) and the maintenance and

operation of government-owned equipment. Unfunded costs generally include military salaries (if military labor is used), planning and design costs, depreciation of government-owned equipment and items received on a non-reimbursable basis as excess distribution from another department or agency. While unfunded costs do not count toward the funding limitation, they must still be calculated and reported.

14.4. The 309 MXW Business Operations Office (OBF) has overall program management responsibilities and is the designated OPR for equipment, ADPE and minor construction for DMAG designated as CPP. For additional information on 309 MXW CPP, refer to 309MXWI21-109, *Capital Purchase Program (CPP)*.

15. 309 MXW Depot Maintenance Plant Management Responsibilities Regarding Facilities.

15.1. The BCE is responsible for maintaining real property roads and grounds, Real Property Installed Equipment and utilities. Real property facilities and equipment are defined as lands, buildings, structures, utility systems, improvements and accessories as accounted for in real property records. The BCE obtains project approval, executes facility projects, establishes and maintains programs to prevent real property deterioration, develops and conducts facilities and infrastructure maintenance and operations program based on mission requirements and cost effectiveness.

15.2. The 309 MXSG and 309 MXSS are responsible for providing depot maintenance plant management services for all 309 MXW production organizations.

15.3. IAW AFMCI 21-127_HILLAFBSUP, and in keeping with the 309 MXSG/75 CEG Memorandum of Understanding (MOU), 309 MXSS/MXDEAE manages and operates a service call center in support of base DMAG customers.

15.3.1. The 309 MXSS/MXDEAE Service Call Center only accepts work requests (also referred to as trouble calls) from primary and alternate FMs.

15.3.2. The 309 MXSS/MXDEAE Service Call Center receives and coordinates (with 75 CEG, as appropriate) work requests for IPE and facilities to include:

15.3.2.1. Industrial plant non-real property equipment (includes hoists, cranes and non-real property air compressors).

15.3.2.2. Interior electrical systems up to 480 volts; from the main service disconnect or vault for the building to include: conduits, outlets, emergency exit lights (below 10 feet), battery backup and emergency power packs.

15.3.2.3. Restrooms and associated plumbing fixtures to include: restroom stall partitions, doors and associated hardware, restroom toilets, sinks, all drains and associated hardware.

15.3.2.4. Interior piping downstream from the first shut-off valve (not including the valve).

15.3.2.5. Heating, ventilating and air conditioning (HVAC) systems related to building environment and industrial air systems to include: large industrial air compressors, swamp coolers, roto-coolers, all associated duct work, steam traps, steam condensate and associated equipment, roof-mounted HVAC units, maintenance

of energy management and control systems (EMCS) beyond the multiplex interface device and non-inspectable boiler M&R (except Building 238).

15.3.2.6. Backflow integrity test on all plant equipment and water systems after the first building water isolation shut off valve. Report the results of the annual backflow prevention tests, surveys and new installations of backflow preventers to 75th Civil Engineering Squadron (CES), (801) 777-3647 IAW AFI 32-1066, *Backflow Prevention Program*.

15.3.2.7. Doors on IPE as follows: Buildings 269 (mega door), 275 (bi-fold door) and 674.

15.3.2.8. Infrared Heating (IR) systems for buildings 204, 206, 225, 233, 257, 265, 270, 271, 590, 674, 680 and Hangar 1.

15.3.2.9. All hush houses and paint booths IAW support agreement FB 2029-03060-0037.

15.3.2.10. Make no attempt to modify or disconnect EMCS equipment via in-house or contract labor. If an abnormality occurs with the system in a 309 MXW designated facility requiring 309 MXSG to respond, 75 CEG EMCS will be immediately notified by 309 MXSG. 75 CEG operates and monitors heating and air conditioning equipment throughout Hill AFB.

15.3.2.11. Will attempt to clear blockage of industrial/sanitary floor drains, drain baskets and strainers. If the blockage is incapable of being removed, is outside the foundation of the building, and requires the use of CE's high-pressure trucks and equipment, then 309 MXSG shall request assistance from 75 CEG to coordinate and resolve the problem together.

15.3.2.12. Will assist 75 CEG and coordinate on AF Form 103, *Base Civil Engineering Work Clearance Request*, during scheduled utility outages with lockout and tag out procedures on their facilities, to enable the scheduled work to be accomplished and give 75 CEG 21-day advanced notice/lead time.

15.3.2.13. Post asbestos and lead base paint surveys to be supported and supplied by 75 CES.

15.3.2.14. Send a representative to all CE-led work order review board meetings.

15.3.2.15. Maintain all conveyers in the following facility buildings: 237, 238, 505, 507, 514, 896, and 906. Maintain Vertical Reciprocation Conveyers (not considered an elevator).

15.3.2.16. Provide a list of upcoming work for next FY, and provide an annual planning document to 75 CEG in April and September of the next FY.

15.4. For 75 CEG responsibilities, refer to AFI 32-1001, *Operations Management*, and the 309 MXSG/75 CEG MOU.

15.5. In addition to the 75 CEG responsibilities discussed in the AFI 32-1001, and the 309 MXSG/75 CEG MOU, 75 CEG has Indefinite Delivery and Indefinite Quantity contracts/service contracts available to DMAG including the following:

- 15.5.1. Abatement of Asbestos and Lead Base Paint;
- 15.5.2. Fire Detection and Reporting;
- 15.5.3. Floor Painting/Coating;
- 15.5.4. Carpet;
- 15.5.5. Custodial;
- 15.5.6. Interior/Exterior Painting;
- 15.5.7. Pavements and Road/Parking Lot Striping;
- 15.5.8. Elevator (Personnel and Freight);
- 15.5.9. Doors;
- 15.5.10. Overhead/Bi-fold/Hangar Doors Repair and Replacement;
- 15.5.11. Metal Roofs Repair and Replacement and Lightning Protection Installation & Repair;
- 15.5.12. Built-Up Roofs Repair and Replacement;
- 15.5.13. Demolition;
- 15.5.14. Chain-Link Fence;
- 15.5.15. SABER Construction;
- 15.5.16. Grounds Maintenance;
- 15.5.17. Refuse;
- 15.5.18. Port-a-Jon's;
- 15.5.19. Cranes/Hoists;
- 15.5.20. Hoods/Ducts;
- 15.5.21. Snow Removal;
- 15.5.22. All Lift Stations.

16. 309 MXW FM Responsibilities. One of the most important functions of organizational commanders/directors is to maintain the care and upkeep of all real property assigned to them. Organizational commanders/directors are responsible for the care, custody and protection of assigned real property. FMs are the commander's\director's representative and the official POC whenever a facility needs industrial services and/or CE work. Upon assignment, new FMs will receive a duties and responsibilities brief from the 75 CEG's facility management focal point.

16.1. All FMs must be appointed by letter. FM appointment letters will be signed by the commander/director of the unit owning the particular facility (or facilities). Appointment letters must include the FMs full name, organization, facility/facilities managed, work phone, home phone, work cell phone and (if already accomplished) the date each newly appointed FM completed their CE FM training.

16.1.1. Primary/alternate FMs must attend CE FM training within 90-days of being assigned FM duties. Failure to attend will result in their removal from the FM listing. As

soon as practical, but no later than 15 days after training is complete, report the training completion date to the 309 MXSS/MXDEAE Space Utilization Program Manager (801) 777-8718.

16.1.2. Upon receipt of an FM appointment letter, the 309 MXSS/MXDEAE Space Utilization Program Manager will forward a copy of each letter to 75 CES Operations Support Flight and update the 309 MXW master FM listing. The wing space utilization program manager will maintain appointment letters on file until superseded.

16.1.3. While the requirement to maintain a current set of primary and alternate FM appointment letters is a unit commander/director responsibility, to assist commanders/directors in meeting this requirement the 309 MXSS/MXDEAE Space Utilization Program Manager will initiate an annual review of the 309 MXW master FM listing every June. This review will be accomplished by providing each group commander/director (or their designated POC) a copy of the current FM listing for update. Updates/corrections to this listing will be due by the last working day of June. To highlight the importance of this program, the 309 MXSS/MXDEAE Space Utilization Program Manager will provide the results of this review to the 309 MXSG Director, who will in turn brief 309 MXW leadership on program compliance at the next wing FB.

16.2. For basic FM responsibilities, refer to the 75 CEG Hill AFB BCE, *Facility Managers Handbook*.

16.2.1. This handbook is intended to be a viable tool in outlining FM's responsibilities, and ensuring awareness of facility standards and procedures that are peculiar to Hill AFB. This handbook is not intended to take precedence over any AF or DoD Directive or Instruction, Base Facility Standard or the Hill AFB Comprehensive Plan. However, it is intended to complement these publications. Updates to this document will be maintained in the 75 CES Customer Support Unit Bldg 593 South end, (801) 777-1856, and will be made available to FM's.

16.3. 309MXW FM's serve as the focal point for reporting and tracking minor facility maintenance issues (trouble calls) for their assigned facility/facilities.

16.4. In the event of a planned leave of absence of either the primary or alternate, the FM will notify the CE service call desk and the 309 MXSS/MXDEAE Trouble Call desk to identify their intended replacement.

16.5.1. To contact the CE Service Call Desk, call (801) 777-1856.

16.5.2. To contact the 309 MXSS/MXDEAE Trouble Call Desk, call (801) 777-8005 or (801) 586-6242.

16.5.3. While facility engineers (309 MXSS/MXDEAA, B and C) are responsible for all 309 MXW electronic AF Form 332 submissions, FM's are responsible for informing and assisting facility engineers with electronic AF Form 332 submissions (required in cases where a maintenance issue requires action above and beyond a simple trouble call).

17. 309 MXW FB Processes. The OO-ALC CC has established and conducts a center-level FB process to ensure Hill AFB facilities and infrastructure can fully support assigned missions. To address and resolve facility issues and to review program information unique to DMAG, the 309 MXW Commander/Director has established a corresponding 309 MXW FB process. The

MXW process augments, but does not take the place of the higher level OO-ALC FB. All 309 MXW facility issues that require center-level FB attention will continue to be addressed at that level.

17.1. The 309 MXW FB process consists of a FWG, where a request is first staffed, and a decision or approval FB, which is chaired by the 309 MXW Commander/Director.

17.2. The 309 MXW FB is a senior officer/civilian equivalent level review that evaluates and makes decisions on critical 309 MXW facility issues involving space utilization, M&R, CPP/minor construction, MILCON, depot capacity, energy management and IADP. In most cases, issues addressed at the FB are up channeled from the 309 MXW FWG. The FB normally meets one time per month, in conjunction with the 309 MXW Production Board meeting. Discussion of all pending facility issues is not required at each FB meeting. Certain items may be addressed quarterly, while others may be addressed on a yearly basis. An agenda shall be published prior to each meeting.

17.2.1. FB voting members include: the 309 AMXG/CC, the 309th Aerospace Maintenance and Regeneration Group (309 AMARG)/CC the 309 CMXG/CL, the 309 EMXG/CL, the 309 MMXG/CC, the 309 MXSG/CL, the 309 SMXG/CL; as well as the 309 MXW/OB, Engineering and Quality Offices.

17.2.2. FB advisory/non-voting members include: Group Support Facility Engineering Section Chiefs (309 MXSS/MXDEAA, B, and C), the OO-ALC Depot Capacity Program Manager (309 MXSS/MXDEAE), the 309 MXW CPP (and Minor Construction) Program Manager (309 MXW/OBF), the Wing Space Utilization Program Manager (309 MXSS/MXDEAE), the 309 MXW Energy Management Program Manager (309 MXSS/MXDEAE), the 309 MXW IADP Program Manager (309 MXSS/MXDEAE), the 309 MXW MILCON Program Manager (309 MXSS/MXDEAE) and the 309 MXW M&R Program Manager (309 MXSS/MXDEAE). Depending on the agenda of a given meeting, other organizational representatives will be asked to attend and participate (in an advisory capacity) in the 309 MXW FB process. Examples of such additional advisory members include but are not limited to: 75 CEG, Environmental Protection, Security, Safety, etc.

17.2.3. As chairperson of the 309 MXW FB, the 309 MXW Commander/Director has established an FWG to assist the FB with the process of drafting options and recommendations.

17.3. The 309 MXSG Deputy Director serves as the FWG chairperson.

17.3.1. The FWG makes agenda item recommendations to the FB.

17.3.2. The FWG chairperson conducts meetings (prior to monthly FB meetings) to review and act upon space utilization, M&R, CPP/minor construction, MILCON, depot capacity, energy management and IADP issues.

17.3.3. FWG voting members include: the 309 AMARG Deputy, the 309 AMXG Deputy, the 309 CMXG Deputy, the 309 EMXG Deputy, the 309 MMXG Deputy, the 309 MXSG Deputy (dual-hat as chairperson), the 309 SMXG Deputy and the 309 MXW/OB. Production groups may elect to designate their supporting 309 MXSG Facilities Engineering Section Lead as their FWG voting member.

17.3.4. FWG advisory/non-voting members are the same as those listed above for the FB.

17.4. Facility Related Issues: The FB and its subordinate FWG will review/validate facility projects and establish the need and priority order in which the projects/issues are to be addressed, resolved and funded. FB/FWG members representing a functional area, will advocate their facility needs, assist in determining the impact proposed projects/issues will have on other organizations and missions, and (if necessary) champion these projects in the center-level FB process. The following areas will be addressed as facility related issues under the 309 MXW FB process:

17.4.1. Space Requests: All requests for internal (309 MXW group/directorate to other 309 MXW group/directorate) facility space reallocation will be approved through the 309 MXW FB process. The requestor will have a representative on each of the FB venues (FB and FWG) to participate and provide pertinent and useful information in support of their request. Unless the requestor is an established voting member, the requestor will not have a vote at the FB/FWG; instead, they will be represented by a voting member. The 309 MXW Commander/Director is the final approval authority for all facility space allocation requests.

17.4.2. Changes in production group/wing staff space situations: To ensure the effective utilization of resources and to support M&R, minor construction and MILCON projects above wing-level, production group commanders/directors and their wing staff equivalents must notify the FB/FWG of any changes to group facilities; i.e., vacated space, change in work load, CE category code and square footage.

17.5. M&R funding.

17.5.1. Current and future year projects/prioritization.

17.5.2. Status of M&R expenses on facilities projects.

17.5.3. P-341 unspecified minor construction projects/prioritization.

17.5.4. MILCON projects/prioritization.

17.5.5. Includes ensuring CPP equipment requirements are budgeted for in the same year as the associated MILCON.

17.5.6. Advocacy of projects in OO-ALC MILCON rack and stack prioritization process.

17.5.7. Review and approval of the 309 MXW's strategic-level IADP.

17.5.7.1. All proposed changes in facilities use will be reviewed and forwarded into the center-level FB process. **NOTE:** The OO-ALC FB will approve all facility changes in use. They will not approve a change in use in a category code, if the losing category code has a deficiency or the gaining category code has an overage of more than 10 percent of the minimum authorized space.

17.5.8. All proposed changes/new support agreements affecting 309 MXW resources will be reviewed and forwarded into the OO-ALC FB process.

17.5.9. All proposed contractual services issues applicable to operation or maintenance of real property and buildings will be reviewed and forwarded into the OO-ALC FB.

17.5.10. . All 309 MXW energy management issues will be reviewed and addressed to include:

17.5.10.1. Efforts to reduce energy demand, increase supply and change the 309 MXW energy demand culture and progress toward achieving the wing's energy goals and objectives.

17.5.10.2. Wing compliance with DoD and AF energy strategies, policies and instructions.

17.5.10.3. Plans and strategies to enable the 309 MXW organizations to respond to any energy security threat.

17.5.10.4. All issues related to key production equipment, e.g., equipment integral to utilities, energy recovery, ventilation and environmental.

17.5.10.5. All issues related to AFMC, AF and DoD depot capacity information collection and reporting.

17.6. FB/FWG Quorum and Meeting Minutes: A quorum should consist of the board chairperson and a minimum of three other voting members or their alternates. Minutes should be distributed to all affected organizations.

17.6.1. Regardless of the level, all FB process decisions are final and based on a majority vote. For the FWG in cases of a tie vote, the committee/group chairperson casts the deciding vote. The 309 MXW Commander/Director is the final decision authority for the FB.

17.6.2. Attendance at scheduled meetings is mandatory, except when due to official absences.

17.6.2.1. An appointed alternate will attend when the primary member is excused. Deputies vote for their respective CC/CL in their absence.

18. Prescribed and Adopted Forms.

18.1. Prescribed Forms.

No forms prescribed in this publication.

18.2. Adopted Forms.

AF Form 103, *Base Civil Engineering Work Clearance Request*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1391, *Fiscal Year Military Construction Data*

SUE DRYDEN, SES, DAF
Director, 309th Maintenance Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFH 32-1084, *Facility Requirements*, 1 September 1996

AFI 32-1001, *Operations Management*, 1 September 2005

AFI 32-1021, *Planning and Programming of Military Construction (MILCON) Projects*, 24 January 2003

AFI 32-1024, *Standard Facility Requirements*, 31 May 1994

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 15 October 2003

AFI 32-1066, *Backflow Prevention Program*, 17 October 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 32-10, *Installations and Facilities*, 4 March 2010

AFPD 90-17, *Energy Management*, 16 July 2009

AFMCI 21-109, *AF Depot Maintenance Activity Group (DMAG) Facilities and Equipment*, 18 May 2009

AFMCI 21-127, *Depot Maintenance Plant Management*, 23 June 2005 and Hill AFB Supplement 1, 15 October 2008

AFMCI 21-140, *Depot Maintenance Capacity and Utilization Measurement*, 13 May 2005

Hill AFB BCE, *Facility Manager's Handbook*, 1 December 2009

309 MXWI21-109, *Capital Purchase Program (CPP)*, 2 February 2010

309 MXSG/75 CEG, *Memorandum of Understanding (MOU)*, 26 February 2010

Abbreviations and Acronyms

ADPE—Automated Data Processing Equipment

ACES—RP - Automated Civil Engineering System - Real Property

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMCI—Air Force Material Command Instruction

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BCE—Base Civil Engineer

CC—Commander
CCL—Center Capacity Lead
CE—Civil Engineering
CES—Civil Engineering Squadron
CL—Civilian Leader
CPP—Capital Purchase Program
DoD—Department of Defense
DIFMS—Defense Industrial Financial Management System
DLH—Direct Labor Hour
DMAG—Depot Maintenance Activity Group
DWCF—Defense Working Capital Fund
EEIC—Element of Expense/Investment Code
EMCS—Energy Management and Control Systems
EMSG—Energy Management Steering Group
FAIP—Facilities Annual Improvement Plan
FB—Facilities Board
FM—Facility Manager
FPC—Facilities Planning Committee
FRP—Facility Requirement Plan
FSDP—Facilities Strategic Deployment Plan
FWG—Facilities Working Group
FY—Fiscal Year
HQ—Headquarters
HVAC—Heating, ventilating, and air conditioning
IADP—Industrial Area Development Planning
IAW—In Accordance With
IOE—Initial Operating Equipment
IPE—Industrial Plant Equipment
IR—Infrared Heating
M&R—Maintenance and Repair
MAJCOM—Major Command
MILCON—Military Construction

MOU—Memorandum of Understanding

MSD—Materiel Support Division

O&M—Operations and Maintenance

OB—Business Office

OBF—Business Operations Office

OO—ALC - Ogden Ordnance Air Logistics Center

OPR—Office of Primary Responsibility

POC—Point of Contact

R&M—Restoration and Modernization

RDS—Records Disposition Schedule

WCF—Working Capital Fund

75 CEG—Civil Engineering Group

309 AMARG—Aerospace Maintenance and Regeneration Group

309 AMXG—Aircraft Maintenance Group

309 CMXG—Commodities Maintenance Group

309 EMXG—Electronics Maintenance Group

309 MMXG—Missile Maintenance Group

309 MXSG—Maintenance Support Group

309 MXSS—Maintenance Support Squadron

309 MXSS/MXDEA—Maintenance Support Squadron/Engineering Flight

309 MXSS/MXDEAA—Maintenance Support Squadron AMXG Group Support Facility Engineering Function

309 MXSS/MXDEAB—Maintenance Support Squadron EMXG/MMXG/SMXG Group Support Facility Engineering Function

309 MXSS/MXDEAC—Maintenance Support Squadron CMXG Group Support Facility Engineering Function

309 MXSS/MXDEAE—Maintenance Support and Wing Level Programs Section

309 MXW—Maintenance Wing

309 SMXG—Software Maintenance Group

Terms

Air Logistics Center.—An AFMC depot operational activity charged with organically accomplishing repair and modification tasks; contracting with industry for manufacture or repair, as directed by the system program manager and/or material manager for assigned weapon

systems, equipment or items of supply; providing worldwide technical and logistics support for AF operational units, other services/agencies and foreign military customers.

Automated Civil Engineering System— Real Property (ACES-RP). The AF currently reports real property inventory in the ACES-RP database. This database integrates four other databases involved in collecting real property data.

Building Manager.—See Facility Manager.

Capital Investment. Includes, but is not limited to: constructing new energy—efficient facilities, replacing inefficient facilities and retrofitting existing facilities.

Capital Purchases Program. CPP was devised to provide a responsive avenue for the modernization of DoD depot maintenance industrial base. CPP allows the DMAG to include capital depreciation in customer sales rates, as one means of financing the replacement of capital assets. This concept places DMAG operations in a more business—like posture, and allows business-like investments for transforming depot maintenance, replacing unserviceable or technologically obsolete capital assets and providing for productivity enhancements and environmental improvements. The organic depot maintenance portion of the working capital fund (WCF) is authorized to fund the acquisition of certain capital purchases through the CPP. CPP acquisitions differ significantly from other organic depot maintenance expenditures in the methods used for accounting, budgeting and processing requests. CPP cannot obligate more than what is authorized on the annual operating budget and approved by Congress. CPP requirements must be planned, programmed, managed, obligated, executed and reported in one of the following six categories: Weapon System Sustainment, Test and Inspection Equipment, Minor Construction, ADPE and Telecommunications Equipment, Software Development or Depot Maintenance Transformation.

Condition:—The physical ability of a facility to house a specific organization or function.

Construction Funding. Specified MILCON applies to any project that exceeds \$750,000. MILCON requires Congressional line—item authorization. Unspecified minor construction is available for any project with a cost between \$750,000 and \$1.5 million (between \$1.5 million and \$3 million if intended solely to correct life, health, or safety deficiencies). Each military department receives an appropriation for minor construction. The Secretary of the AF controls expenditure of these funds. The Secretary must also notify Congress and wait 30-days before work begins. (Congress must object within 30-days. Expenditure of these funds is controlled by the MAJCOMs, unless approval authority is delegated to the installation commander.)

Defense Working Capital Fund (DWCF).—DWCF is a revolving fund that sells services and supplies to customers. The DWCF is established under the authority of Title 10, United States Code 2208. Within the DWCF, the AF WCF has three activity groups. They are the DMAG, the Supply Management Activity Group and the Transportation Activity Group (also known as the Transportation WCF).

Depot Capacity. Depot capacity is an indicator of the amount of workload, based on a 40—hour workweek, measured in DLHs, a shop or depot can produce while producing the product mix that the shop or depot is designed to accommodate. AFMCI 21-140 provides guidance on measuring and reporting capacity and utilization of organic depot maintenance operations.

Defense Industrial Financial Management System (DIFMS).—DIFMS is a financial management/accounting system supporting AF, Navy and Marine Corps depot maintenance and Navy research and development business areas. DIFMS replaced legacy systems with a migratory system that meets Federal and DoD regulations and requirements.

Depot Level Maintenance. The level of maintenance consisting of those on and off—equipment maintenance tasks performed; using the highly specialized skills, sophisticated shop equipment or special activities of a supporting command at a logistics center, centralized repair facility, contractor repair facility or in some cases at an operating location. Maintenance performed at a depot, may also include organizational and intermediate-level tasks as negotiated between operating and supporting commands.

DMAG.—The AFMC depot maintenance function is financed by the DMAG formerly called the Depot Maintenance Business Area of the DWCF. The DMAG performs organic and contract repair services for its customers.

DMAG Appropriations. DMAG is a no—year appropriation. It follows similar guidelines as O&M, except it receives expense authority to incur cost. Income is derived from operations; it finances continuing operations without fiscal limitations; its primary unit of measure is expenses (not obligations) and it holds gains and losses (the key to its flexibility).

Energy. Any usable power, including but not limited to: coal, petroleum products, steam, electricity, natural gas, propane, military operational fuels and propellants, alternative fuels and renewable energy including, but not limited to: synthetic and biomass—derived fuels, solar, wind, geothermal, and nuclear but excluding nuclear energy used in ship propulsion.

Energy Management Steering Group (EMSG). The EMSG is the focal point for energy—related matters. The EMSG is chaired by the OO-ALC/CC, or vice with representatives from at least the CE, transportation, aircraft operations, budget, supply, public affairs, contracting, acquisition and fuels management organizations.

Energy Security.—Energy security includes physical security of infrastructure and supply, and continuity of operations.

Facilities Annual Improvement Plan. FAIPs are annual plans developed by the 309 MXSG Facility Engineering functions to facilitate the execution of the supported production group's strategic facilities goals and objectives. FAIPs contain tactical actions that support the achievement of the long—term/strategic facilities goals and objectives contained in the group FSDP. Like the FSDP, there is no specified format for a FAIP. These plans are created and maintained to suit the needs and requirements of the group they serve. FAIPs are one of three key plans (FSDP and IADP being the other two) that guide continuous process improvement activity in the area of depot facilities.

Facilities Board. A 309 MXW wing—level body providing senior officer/civilian equivalent level review, evaluation and decision making on critical 309 MXW facility issues. In most cases, these issues are forwarded to the FB from the 309 MXW FPC. Topics discussed include but are not limited to: space utilization, M&R, minor construction, MILCON, depot capacity, energy management and the 309 MXW strategically focused IADP.

Facilities Board Process. The OO—ALC/CC has established and conducts a center-level FB process to ensure Hill AFB facilities and infrastructure can fully support assigned missions. To

address and resolve facility issues and to review program information unique to the DMAG world, the 309 MXW Commander/Director has elected to establish a corresponding 309 MXW FB process. The MXW process augments, but does not take the place of the higher level OO-ALC FB. All 309 MXW facility issues that require center-level FB attention will continue to be addressed at that level. The 309 MXW process is used primarily to resolve DMAG related facility issues in the areas of space utilization, M&R, minor construction, MILCON, depot capacity, energy management and IADP. It is also used to keep senior wing leadership informed and involved in tactical and strategic facilities decision making.

Facilities Strategic Development Plan. All 309 MXW production groups develop FSDPs to document and achieve long—term facilities goals and objectives. The group-level FSDP is one of three key plans (FAIP and IADP being the other two) that guide continuous process improvement activity in the area of depot facilities. There is not a specified format for an FSDP. These plans are created and maintained to suit the needs and requirements of the group they serve. While responsibility to create and maintain an FSDP belongs to the group commander/director, the applicable 309 MXSG Group Support Facility Engineering Section is responsible for working with production group leadership to produce and update the plan. As indicated above, production group FSDPs are supported by annual FAIPs and FSDPs are the foundation of the wing-wide IADP.

Facilities Working Group. A 309 MXW wing—level body that provides initial review and decision making for 309 MXW facility issues to include, but not limited to: M&R, minor construction, MILCON, depot capacity, energy management and the 309 MXW strategically focused IADP.

Facility:—A building or structure to include utility systems, pavements and land.

Facility Engineer.—Coordinates and supervises the facilities engineering program. Conducts specialized and complex facilities engineering work in support of maintenance activities. So as not to impact their distinctive but different responsibilities, facility engineering personnel will not be assigned as primary FMs.

Facility Manager (Primary and Alternate). The primary and alternate FMs serve as the POC for the unit commander's assigned facilities regarding M&R, or other services required from Industrial Services and CE. Another commonly used term for the FM is "building custodian". Primary and alternate FMs must attend a CE FM briefing within 90—days of being assigned. Failure to attend will result in their removal from the FM listing.

Facility Program Coordinator.—While the requirement to appoint FMs and alternates is normally executed at the squadron director level, to facilitate this process and ensure consistency across the group, group commander/directors may choose to appoint a group facility program coordinator to assist squadron directors with this responsibility.

Facility Requirement Plan. The FRP provides the information that drives the entire OO—ALC facility acquisition program. The FRP is prepared by the system contractor, as called out in the statement of work and Contract Data Requirements List. A preliminary FRP should be submitted by the contractor, prior to the end of the Dem/Val phase. FRB can provide information on all facilities required to support a new system program throughout the life cycle of system development, acquisition and operation such as: operational, depot and training facilities or may be tailored to provide information on those facilities of interest during a single

phase of the program. While at this stage of the program, the information contained in the document is preliminary; it will provide a means to justify or update previous facility and cost estimates.

Facility Requirements System.—The Facility Requirements System develops and approves standards that define the type, number and size support facilities. The system promotes economy and efficiency in using and developing facilities and helps to realize the following goals: design standards for new and revised functional requirements, maximum use of existing facilities, standards of use to justify new facilities and occupying existing facilities. Comprehensive programming for the construction, operation and maintenance of needed facilities.

Facility Requirements Handbook (AFH 32—1084). This handbook is a compilation of standards, references and detailed technical guidance that is provided as a tool to assist installation CCs, their staffs, their design and construction agents and their chain of command in the facility programming process. It serves as a guide to provide excellent facilities through new construction and through maintenance, repair and renovation of existing permanent and temporary facilities, so that the installation can accomplish its mission now and in the future. The handbook also aides base-level real property personnel in correctly identifying facilities and maintaining accurate inventory records. The handbook provides general guidance for developing facility requirements. Its companion document AFI 32-1024, *Standard Facility Requirements*, describes the facility requirement system, assigns responsibility and explains how new and revised guidance and criteria are initiated and processed for publication. Both AFH 32-1084 and AFI 32-1024 emphasize the importance of anticipating and taking timely actions to establish new and revised guidance and criteria for facilities needed to fulfill mission objectives.

Industrial Area Development Plan. The complicated/competitive nature of DoD depot maintenance, workload projection and government funding requires a flexible approach for addressing future infrastructure needs. IADP is not a traditional AF (deliberate) plan. Instead, it's an adaptive, strategic planning process that attempts to pull together 309 MXW facilities, infrastructure and resource information to facilitate future business planning and to assist senior leadership with their decision making processes. The IADP is developed from the group—level FSDP. The goal of the IADP is to ensure every organization in the 309 MXW is working effectively toward the same goals. Specifically, the goals set by 309 MXW senior leadership. The IADP is the last of three key plans (FAIPs and FSDPs being the other two) that guide continuous process improvement activity in the area of depot facilities.

Initial Outfitting Equipment.—IOE is equipment that is not real property installed equipment. IOE is the required equipment that allows the facilities to be fully operational for the purpose it was intended. All IOE must be justified in the facility economic analysis.

Maintenance and Repair. M&R refers to an O&M funding source for DMAG facility projects. The MAJCOM's approval authority for maintenance is unlimited. Repair approval authority is limited to \$5 million as long as the combined cost of all repairs proposed for a facility does not exceed 70 percent of the buildings replacement value. These limits are per building, per year, not per project. M&R does not change the nature of a facility, but simply ensures it can continue to be used effectively. Repair does not normally increase the volume or foot—print of a building, although it may result in greater usable floor space due to reconfiguration of the interior. **NOTE:** Conjunctive projects combining minor construction and M&R are possible, but you must identify the minor

construction portion separately. For both minor construction and M&R, the FM should initiate the project by submitting an electronic AF Form 332 for each request. Ensure each is properly coordinated through the Fire Protection, Safety, Environmental, Bio-Environmental, and the Communications Squadron.

Materiel Support Division (MSD). Within AFMC, the MSD is responsible for AF managed depot—level repairable spare parts and the AF managed consumable spares. Repairable MSD assets typically represent a substantial inventory investment. From the AFMC perspective, the expectation should be that the logistics system achieves the level of performance that is consistent with its funding level.

MILCON. The program is approved annually by Congress in the DoD Authorization and MILCON Acts, plus individual projects authorized pursuant to standing project authority provided by Congress in Title 10 of the United States Code. Construction projects over \$750,000 or large M&R projects (\$5 million or greater) are funded through MILCON. Before a MILCON project can be approved, the requirement must be verified and justified. Space requirements are found in AFH 32—1084. Congress approves MILCON by line item and justification must be adequate to convince Congress. This is a lengthy process; often taking several years just to get approval; then several more for actual construction. Pre-planning is essential to this process.

Minor Construction. New facility construction or alteration of existing facilities up to \$750,000 and meeting the definition of minor construction as provided in AFI 32—1032. The minor construction includes replacement, productivity, environmental or new mission projects.

Real Property.—Any government owned, leased or controlled property used to fulfill government research, development, test, evaluation, production, maintenance/modification or for the storage of supporting production machinery and equipment. This includes land, buildings, structures, utility systems and improvements. It also includes equipment attached to and part of buildings and structures (such as heating systems), but not movable equipment (such as plant equipment). Real property includes equipment attached to and made part of buildings and structures (such as heating systems); it does not include movable equipment (such as plant equipment).

Real Property Asset Management.—The AF in its role as executive agent for property owned by the United States of America, plans, acquires, manages and divests real property to ensure the overall sustainability and support of its missions, as well as the largest defense requirements of the DoD. Real property encompasses lands, buildings, structures, utilities, systems, improvements and appurtenances there to. The AF will accurately manage its real property asset inventory, while efficiently and effectively sustaining it IAW with Federal Real Property Council guidance. The AF will also ensure it manages its real property asset inventory as needed, to sustain current and enable projected mission capabilities. Before acquiring new property, the AF will consider: using available real property from another military service or federal agency; exchanging excess federal property for privately owned land, facilities or other real property; using state or local land through donation or a lease agreement.

Real Property Installed Equipment.—Those items of government owned accessory equipment, apparatus and fixtures that are essential to the function of the real property (lands, structures, leaseholds, etc.). They are permanently attached to, integrated into or on government

owned or leased property, whether or not initially procured and installed under a MILCON. If the item is essential to the function or mission that the facility was designed to house and could not be removed without causing structural damage, it is real property.

Restoration and Modernization (R&M) Using O&M Funds:—Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes. Modernization includes alteration of facilities solely to implement new or higher standards (including regulatory changes) to accommodate new functions, or to replace building components that typically last more than 50 years (such as foundations and structural members). Projects in this category will be classified as repair and/or minor construction. Assign these projects to Element of Expense/Investment Codes (EEIC) 522 (Repair) or EEIC 529 (minor construction O&M). All costs for this work should be charged to Program Element 76F. (There is also an R&M component of MILCON funding. i.e., R&M can also be funded from the MILCON appropriation (3300)).

Space Utilization Management.—The ability of the 309 MXW to accommodate new workload is directly impacted by the management of existing space on Hill AFB. On behalf of the 309 MXW Commander/Director, the 309 MXSG/CL manages the 309 MXW space utilization process. The 309 MXW (and Hill AFB) use a standardized process (outlined in this instruction) for requesting, approving and assigning facilities space. All requests for space and reallocation of facilities space shall be approved through the 309 MXW (and/or CE) FB process.

Special—Use Facility. A facility built specifically for a high-priority mission and usually suitable only for that mission. These facilities often are not funded or budgeted through normal MILCON channels, and frequently are acquired through equipment funds as part of a new mission beddown package. Examples are satellite communication systems and phased array radar systems.